

St. Vincent de Paul Maintenance Meeting Minutes
 April 21, 2021 – Sacred Heart Chapel Parish Center Main Room, 6:30pm

Members (place an X if in attendance)				
<input type="checkbox"/>	Dave Brown	<input type="checkbox"/>	Randy Klein	<input type="checkbox"/>
<input type="checkbox"/>	Raul Lopez	<input type="checkbox"/>	Jim Mattingly	<input type="checkbox"/>
<input type="checkbox"/>	Dave Rouchka	<input type="checkbox"/>	Rob Rollings	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Fr. Joe Corel	<input type="checkbox"/>
AGENDA TOPIC	DISCUSSION SUMMARY		ACTION ITEMS	
Opening Prayer			Led by Fr. Joe	
Minutes from last meeting			Approved	
Completed Tasks since last meeting	<p>St Patrick</p> <ul style="list-style-type: none"> • Water across sidewalk (\$1700) • Carpeting in Chapel (\$1685) • Track lighting in sacristy closets so we can see vestments at night. • Brighter outdoor lights outside main doors and ramp doors. <p>Sacred Heart Rectory</p> <ul style="list-style-type: none"> • Motion light outside of kitchen. <p>Buildings and Grounds from Chancery sent a check list for each property. Completed and returned.</p>			
Status on projects at Sacred Heart Chapel	<ol style="list-style-type: none"> 1. Doors to Boiler Room 2. Sound System Upgrade 3. Sidewalk on Wilkerson by pre-school. 4. Water Softner on Boiler 5. Securing handicap door with keyless entry 		<ol style="list-style-type: none"> 1. Still in Process 2. Final Tweaks to it (\$2300) 3. Fr Joe to call city to make sure it is still on the docket. 4. Another issue to be fixed with air and water separation then the water softener can be added. 5. This was discussed and agreed it would be a good idea. Motion Sensor. Also one to be added to the business office so the business office will always be locked. The employee 	

		will need to let someone into the business office.
Status on projects at St. John's Chapel	<ol style="list-style-type: none"> 1. Light and fan, shorten the stem from which the light hangs. 2. Gravel for parking lots. 3. Heating issues 	<ol style="list-style-type: none"> 1. After meeting, Doug Benitz said he will find the person who brings the lift into church and have all three stems raised so that the back one is above the door and the one in front is above the crucifix. The one in the middle will match the other two in height. 2. Randy Klein will order. 3. Discussion from Jim Mattingly and Randy Klein as to how to fix it.
Status on projects at St. Patrick Chapel	<ol style="list-style-type: none"> 1. Sound system for electronic bells 2. Basement of rectory and church and how to upgrade space. 	<ol style="list-style-type: none"> 1. Will talk to Wilken about it after finance council meeting. 2. Leaders of Cursillo, Charismatic and PSR were contacted. List will be presented in follow up e-mail to Maintenance Commission.
Sacred Heart School	<ol style="list-style-type: none"> 1. Window needs to be replaced on upper level. 2. Junior high bathrooms are getting redone. (\$50,000 of 75,000 donated by foundation; Foundation finishing the fundraising for it. This has a start date of June 2021) 	<ol style="list-style-type: none"> 1. Rob will look into this. 2. Meetings are ongoing. Rob is our contact person from school to Maintenance Commission.
Business Office	Doors between kitchen and Dee's office	In process.
New Items	<ol style="list-style-type: none"> 1. Hire of Michael Eufinger 2. Stewardship recruiter for ongoing Maintenance and custodial, Jim Rangitsch 3. Deacon Turf Martin loaned us a mower for the mowing seasons. 4. Door to new bathroom at St. Patrick 	<ol style="list-style-type: none"> 1. Mornings at school; afternoon at the rest of the parish. 2. Jim will work on ongoing custodial and maintenance issues. He has a letter ready to send to everyone who said they would help with

	<p>5. Constellation Natural Gas Company February Invoice</p>	<p>outdoor work and cleaning. Starting by getting a mowing crew (outdoors) and bathroom cleaning (indoor)</p> <p>3. Several have agreed to find us a mower. Jim R is taking lead on finding us one so that we don't have to keep one on loan. When we have the equipment on hand, it will assist the volunteer mowing team</p> <p>4. Jim Mattingly will contact Tracy from Septagon to explain the issue: door stays locked when a person leaves the restroom and the door closes whereby the door is locked and no one is in there.</p> <p>5. Discussion about two exorbitant Constellation bills and how to move forward. Fr Joe is keeping documentation on all the activities and conversations that have transpired.</p>
<p>Other Items</p>	<p>Fire Inspector Review</p>	<ul style="list-style-type: none"> • Cover wiring and breaker that is exposed in SH choir loft. • Exit in Parish Center needs work/replaced. • Over exposed wire in PC basement with zip ties instead of wire ties. – Michael fixed it. • Copy of Nightwatch inspection to Fire Inspector • Name of person who inspects AED to Fire Inspector • Remove books from staircase to choir loft at SP

		<ul style="list-style-type: none"> • Ceiling tile in SP choir loft needs replacing. • Fire extinguisher at SP choir loft was missed; inspect it. • Office across from kitchen at SP rectory needs cover on 6 outlet adapter. • Light replacement: one in PC and one in PC West at SH.
Closing Prayer		
Next Meeting Date	June 16, 6:30pm	Location TBD